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## EXPLANATION: BOARD TRAINING AND DEVELOPMENT

MSBA has amended this policy to reflect changes brought about by House Bill 604 (2019), which adds 2.5 hours of required initial training for new Board members. This change increased the requirement from 16 hours to 18.5 hours. The additional 2.5 hours are to be dedicated to training on how to identify signs of sexual abuse in children, the signs of potentially abusive relationships between children and adults, and how to establish trust so that students feel comfortable discussing matters related to abuse. The changes also require Board members to undergo an additional hour of "refresher" training for each additional year of any term in office, which must include, among other topics covered in the initial training, the prevention of sexual abuse of children.

MSBA has also revised this policy to recommend retraining for Board members who previously served but who have experienced a gap in Board service of more than three years. This is not a legal requirement, but MSBA recommends this change to ensure that Board members who may have received previous training but have not served as a Board member for some time get reacquainted with the concepts and requirements all Board members need to know.

Board members who completed the initial required training (16 hours) prior to August 28, 2019, are not required to complete an additional 2.5 hours of initial training. However, they are required to complete one hour of refresher training for each additional year of service beginning in 2019.

MSBA is currently offering both the expanded 18.5 hours of initial training and refresher training. For more information, go to MSBA's website at [www.mosba.org](http://www.mosba.org).

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

X	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## BOARD TRAINING AND DEVELOPMENT

The Board strongly believes that Board development and ongoing education on the Board's roles and responsibilities results in a stronger education institution and sets a good example for district employees and students. All Board members are expected to complete legally required training and participate in additional learning opportunities throughout their years of Board service.

### New Board Member Orientation

The superintendent and Board president will provide each new Board member with the training and resources necessary for the new member to understand and actively participate in Board service from the beginning. New Board members will be provided access to the district's Comprehensive School Improvement Plan, district policies, the budget and all other governing documents. In addition, new members will be provided the district's most recent Annual Performance Report, test scores and other information regarding the district's performance. The Board president and superintendent shall set aside such time as is necessary to answer any questions arising from the study of these documents and shall cooperate fully in assisting the new member to become an informed and active Board member.

### Legally Required Training

Board members initially elected or appointed after August 28, 1993, are required by law to must successfully complete ~~6~~ 18.5 hours of orientation and training requirements (initial training) within one year of the date of their election or appointment, as required by law. After completing this initial training, Board members must complete at least one hour of qualifying refresher training each additional year of any term in office they serve after August 28, 2019.

Board members who have completed the required initial training before August 28, 2019, are not required to attend additional initial training but are required to obtain refresher training each year they continue to serve on the Board after that date.

In accordance with law, the training must be provided by a statewide association organized for the benefit of members of boards of education or approved by the State Board of Education. The district will pay for the necessary training and travel expenses associated with this training.

Board members who fail to complete this training are in violation of state law and could impact the district's accreditation review process. For this reason, any Board member who fails to complete the required training without being excused by the Board will be removed from Board committees and will not be allowed to hold a Board office or represent the full Board as an official spokesperson or otherwise in the community unless excused by the Board in any other capacity. In extreme circumstances where the Board member willfully refuses to complete the training, the Board may inform the public of the Board member's refusal to follow the law.

The Board recommends that any former Board member returning to Board service after a service gap of more than three years complete initial training again to remain current on information essential for good board governance.

### Individual Board Training and Education

Board members are encouraged to seek out opportunities to learn by attending conferences and meetings, participating in webinars and online learning opportunities, and reading books and publications relevant to Board service. The Board will annually designate part of the annual budget for costs associated with these learning opportunities. The Board president and district superintendent may periodically recommend or forward education opportunities to Board members.

### Full Board Training

The Board will periodically designate training opportunities for the full Board. ~~T~~ and the Board strongly encourages the participation of all Board members. All Board members are encouraged to identify areas of improvement for the Board to focus on and request training that may be beneficial to the entire Board.

### Board Member Expectations

Board members are expected to be good stewards of taxpayer dollars. When district funds are used to register a Board member in a conference or learning opportunity and pay for travel expenses, the Board member is expected to fully participate and may be required to provide a report to the full Board regarding the information received. If a Board member fails to attend a learning opportunity, fails to cancel a registration in time for the district to receive a full refund of expenses incurred or otherwise causes the district to incur excess fees or expenses, the Board may require the Board member to fully reimburse the district and may refuse to pay future fees or expenses on behalf of the Board member until reimbursement is received. Exceptions will be made in emergency situations.

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**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

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Adopted: 12/16/1999

Revised: 12/21/2006; 02/18/2016;

Cross Refs: DLCA, Travel Expenses  
**JHG, Reporting and Investigating Child Abuse and Neglect**

~~MSIP Refs: Resource Standards for Missouri Public School Districts, G-7~~

Legal Refs: §§ 162.091, .203, RSMo.

Platte County R-3 School District, Platte City, Missouri